



# Program *Change* Request

For F-1 students

Surname/Last Name		Given/First Name		Middle Name(s)	Valley ID
Date of Birth (MM/DD/YYYY) ____ / ____ / ____		Gender ___ Male ___ Female		Number of F-2 Dependents	Phone Number (    )
SEVIS ID# N				New Program of Study	

### IMPORTANT NOTES:

- A Kalamazoo Valley Community College counselor must approve your change of program prior to a DSO issuing you a new I-20 Form.
- Students wishing to change to a new major must remain in the major course of study indicated on their I-20 form until a change of major has been approved and a new I-20 form has been issued.
- This request must be received in the Admissions, Registration and Records office at least 14 days prior to the expiration date on your current I-20 and within 5 days of changing your program with a KVCC counselor.

### Collect and return the following documents to the Admissions, Registration and Records office

- A letter from your academic counselor detailing your new program of study and all degree requirements left including credit hours remaining.
- If your new program of study requires an extension on your established program end date noted on your I-20 (section 3), you must supply KVCC with new financial support documents.

### I hereby certify that:

- *I have read the request form instructions and information in full*
- *The information I have provided is, to the best of my knowledge, accurate*
- *I understand I (and any F-2 dependents) must have full health insurance for the duration of my F-1 status if I began my studies at KVCC Fall 2014 or after.*
- *I understand I must report any address changes, current (U.S.) or permanent (out of U.S.) to Kalamazoo Valley Community College within 10 days of the change and any change in program within 5 days of that change.*

Student Signature \_\_\_\_\_

Date \_\_\_\_\_